



City of Duarte

1600 Huntington Drive, Duarte, CA 91010 | Tel (626) 357-7931 | Fax (626) 358-0018 | accessduarte.com

NOTICE AND CALL OF SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF DUARTE

NOTICE IS HEREBY GIVEN that the majority of the City Council have called for a special meeting of the City Council of the City of Duarte to be held on Tuesday, April 25, 2023, at 7:30 p.m. The special meeting agenda will appear as follows:

SPECIAL MEETING AGENDA

1. CALL TO ORDER AND ROLL CALL
2. ORAL COMMUNICATIONS – ITEMS LISTED ON THIS AGENDA
Any person wishing to speak on any items listed on this special meeting agenda, may do so at this time. The opportunity to speak is on a first come, first serve basis. Each person may speak once for no more than 3 minutes for all Oral Communications at this time. Public comments may be submitted by emailing duarteinfo@accessduarte.com before or during the meeting, prior to the close of public comment. Under the Brown Act, members of the City Council and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.
3. CONSIDERATION OF AWARD OF CONTRACT TO DANNY LETNER INC, DBA LETNER ROOFING COMPANY FOR THE DUARTE FITNESS CENTER ROOF REPLACEMENT PROJECT
4. ADJOURNMENT

Dated: April 24, 2023
Annette Juarez, City Clerk

I, Annette Juarez, City Clerk, hereby certify that the foregoing notice of special meeting was posted on April 24, 2023 at the following locations: City Hall – 1600 Huntington Drive Avenue, Duarte Public Safety Department – 1042 Huntington Drive, Duarte Library – 1301 Buena Vista Street, and the City of Duarte website (www.accessduarte.com) not less than 24 hours prior to the meeting and delivered to each member of the Duarte City Council and to the following newspaper: Pasadena Star-News.

Annette Juarez, MMC
City Clerk



AGENDA
SPECIAL MEETING OF THE CITY COUNCIL OF
THE CITY OF DUARTE, CALIFORNIA
TUESDAY, APRIL 25, 2023
7:30 PM

CITY COUNCIL CHAMBERS
1600 HUNTINGTON DR
DUARTE, CA 91010

MISSION STATEMENT

With integrity and transparency, the City of Duarte provides exemplary public services in a caring and fiscally responsible manner with a commitment to our community's future

CITY COUNCIL:

JODY SCHULZ, MAYOR
VINH TRUONG, MAYOR PRO TEM
MARGARET FINLAY, COUNCILMEMBER
SAMUEL KANG, COUNCILMEMBER
TONEY LEWIS, COUNCILMEMBER
CESAR GARCIA, COUNCILMEMBER
TERA MARTIN DEL CAMPO, COUNCILMEMBER

City/Agency/Authority Staff:

Daniel Jordan, City Manager
Kristen Petersen, Assistant City Manager and Director of Administrative Services
Craig Hensley, Director of Community Development
Manuel Enriquez, Director of Parks and Recreation
Brian Villalobos, Director of Public Safety Services
Victoria Rocha, Assistant to the City Manager
Thai Viet Phan, Assistant City Attorney
Annette Juarez, City Clerk

ADA ACCESSIBILITY NOTICE: In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, you should contact the City Clerk's office at (626) 357-7931. Notification no later than 48 hours preceding the meeting will enable the City to make reasonable arrangements to assist your accessibility to this meeting.

Notice: Any documents distributed by the City/ Authorities to a majority of the City Council/Housing Authority/Financing Authority Board less than 72 hours prior to the City Council/Housing Authority/Financing Authority meeting will be made available for public inspection at City Hall, 1600 Huntington Drive, Duarte, CA 91010, during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable law.

Notice: Duarte City Council meetings are live-streamed and taped for later broadcast on the City's website. Attendance at the meeting constitutes consent by members of the public to the City's and any third party's use in any media, without compensation or further notice, of audio, video, and/or pictures of meeting attendees. City Council meetings are also broadcast following each meeting through Spectrum Cable, Channel 3, daily at 12:00 p.m. and 7:00 p.m.

1. CALL TO ORDER AND ROLL CALL

2. ORAL COMMUNICATIONS – ITEMS LISTED ON THIS AGENDA

Any person wishing to speak on any items listed on this special meeting agenda, may do so at this time. The opportunity to speak is on a first come, first serve basis. Each person may speak once for no more than 3 minutes. Public comments may be submitted by emailing duarteinfo@accessduarte.com before or during the meeting, prior to the close of public comment.

Under the Brown Act, members of the City Council and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.

3. CONSIDERATION OF AWARD OF CONTRACT TO DANNY LETNER INC, DBA LETNER ROOFING COMPANY FOR THE DUARTE FITNESS CENTER ROOF REPLACEMENT PROJECT

Recommendation: 1) Accept the withdraw notice from Bellock General Contracting, Inc., DBA Essential Roofing, for the Roof Replacement for the Fitness Center Building project; and 2) Award Danny Letner Inc, DBA Letner Roofing Company, as the lowest responsive and responsible bidder in the amount of \$187,038 from the General Fund.

4. ADJOURNMENT

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: City Hall – 1600 Huntington Drive Avenue, Duarte Public Safety Department – 1042 Huntington Drive, Duarte Library – 1301 Buena Vista Street, and the City of Duarte website (www.accessduarte.com) not less than 24 hours prior to the meeting per Government Code 54954.2.

Dated this 24th day of April, 2023

Annette Juarez, MMC
City Clerk



Agenda Item:	3
CM Review:	☒
Fiscal Review:	☐

AGENDA REPORT

MEETING DATE: April 25, 2023

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Award of Contract – Roof Replacement for Fitness Center Building – Project 23-01

RECOMMENDATION: Staff recommends City Council 1) Accept the withdraw notice from Bellock General Contracting, Inc., DBA Essential Roofing, for the Roof Replacement for the Fitness Center Building project and 2) Award Danny Letner Inc, DBA Letner Roofing Company, as the lowest responsive and responsible bidder in the amount of \$187,038 from the General Fund.

FISCAL IMPACT: No additional impact, project budgeted this Fiscal Year 2022/23 at \$205,000 from the General Fund (100-1610-8100).

BACKGROUND

As part of the City's Capital Improvement Plan, the contract for the Roof Replacement of the Fitness Center Building project was awarded during the October 11, 2022, City Council Meeting to Bellock General Contracting, Inc., DBA Essential Roofing. After various project delays, due to contractor personnel transitions and the inclement weather we experienced, Essential Roofing has come back and notified the City that they are withdrawing from the awarded contract.

DISCUSSION/ANALYSIS

Following Essential Roofing's withdraw, City staff connected with the second lowest responsive and responsible bidder, Danny Letner Inc., DBA Letner Roofing Company, and confirmed that they are still interested and available to complete the Roof Replacement for the Fitness Center Building project at their bid amount of \$187,038.

RECOMMENDATION

Staff recommends City Council 1) Accept the withdraw notice from Bellock General Contracting, Inc., DBA Essential Roofing, for the Roof Replacement for the Fitness Center Building project and 2) Award Danny Letner Inc, DBA Letner Roofing Company, as the lowest responsive and responsible bidder in the amount of \$187,038 from the General Fund.

FISCAL IMPACT

No additional impact, project budgeted this Fiscal Year 2022/23 at \$205,000 from the General Fund (100-1610-8100).

CONSTRUCTION CONTRACT

THIS AGREEMENT made and concluded in duplicate, this _____ day of _____, 2023, between the City of Duarte thereof, Party of the First Part, and _____ Danny Letner Inc, DBA Letner Roofing Company _____ Contractor, Party of the Second Part.

ARTICLE I - Witnessed, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the said Party of the First Part, and under the conditions expressed in the two bonds, bearing even date with these presents, and hereunto annexed, the said Party of the Second Part agrees with the said Party of the First Part, at his own proper cost and expense, to do all the work and furnish all the materials, except such as are mentioned in the specifications and special provisions to be furnished by said Party of the First Part, necessary to construct and complete in a good, workmanlike, and substantial manner, and to the satisfaction of the City of Duarte, improvements in accordance with that certain document headed

“Roof Replacement for Fitness Center Building”

Reference is also made to the Standard Specifications for Public Works Construction (SSPWC) latest edition, and all supplements thereto, which specifications and Standard Specifications are hereby specifically referred to and by such references made a part hereof.

ARTICLE II - And the said Contractor agrees to receive and accept as full compensation for furnishing all materials and for doing all work contemplated the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the City of Duarte and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work and the whole thereof, in the manner, and according to the plan, the work and the whole thereof, in the manner, and according to the plan, specifications, and special provisions and the requirements of the Engineer under them, the prices set out in his proposal to the City Council, a copy of which is attached hereto and made a part hereof. Said proposal being identified as UNIT PRICE SCHEDULE.

ARTICLE III - The said Party of the First Party hereby promises and agrees with said Contractor to employ, and does hereby employ the said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner, and upon the conditions above set forth; and the said parties for themselves, their heirs, executors, administrators and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE IV - Contractor shall assume the defense of and indemnify and save harmless the City and agencies and City's officers, agents, and employees from all claims, liability, loss, damage and injury of every kind, nature and description, directly or indirectly resulting from the motor vehicles in connection therewith, or the act, omission, operation, or conduct of the contract, irrespective of whether the act, omission, or conduct of the Contractor or Subcontractor is merely a condition, rather than a cause, of the claim, liability, loss, damage, or injury.

ARTICLE V - By signature hereunder, as Contractor, I certify that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for

workman's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

ARTICLE VI - It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid or proposal of said Contractor, then this instrument shall control, and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

IN WITNESS THEREOF, the parties to these presents have hereunto set their hands the year and date first above written.

CITY OF DUARTE:

Daniel Jordan, City Manager

Date: _____

CONTRACTOR:

Danny Letner Inc, DBA Letner Roofing
Company

Name: _____

Title: _____

Date: _____

ATTEST:

Annette Juarez, City Clerk

Date: _____

**APPROVED AS TO FORM:
RUTAN & TUCKER, LLP**

Thai Viet Phan, City Attorney

Date: _____